HI125  
Medical Terminology I Syllabus

Course Description  
The basic structure of medical words, including prefixes, suffixes, roots, combining forms, and plurals. Pronunciation, spelling and definition of medical terms. Emphasis on building a professional vocabulary required of the beginning medical office worker. Assessment levels: EN101/101A, MA 100, RD 110. Two hours each week.

Course Objectives/Outcomes  
1. Analyze words structurally.  
2. Correlate word elements with basic anatomy, physiology, and disease process of the human body.  
3. Demonstrate correct spelling of medical words.  
4. Demonstrate correct pronunciation of medical words.  
5. Demonstrate proficiency in communicating through the oral and written use of basic medical terminology.

Requirements  
HI125 will be a mix of lecture and class discussion, so come prepared to contribute to the great adventure of learning! It is what is called an “enquiry-based” course, because we search for questions and answers through dialogue, often live, in the classroom. So always come ready to add your voice to our classroom.

You have to be in class. When you miss a class, you will likely miss a quiz or a test and you will definitely miss information for which you will be responsible later, some of which may not be in the text. **Expect reading and/or vocabulary quizzes daily.**

Materials  
In this course you will need the following textbook:

**The Language of Medicine**  
(10th Edition)  
Author: Davi-Ellen Chabner  
Publisher: Elsevier  
ISBN: 978-1-4557-2846-6

Please purchase the text prior to the first day of class.

Recommended additional reference  
Medical Dictionary - Dorland's or Taber's

There may be additional required readings as we proceed through the course. I will announce them in class and they will be posted on my website at [http://kathleenkibler.edublogs.org](http://kathleenkibler.edublogs.org)
Course Schedule

The session is a 15-week course plus the final exam. All deadlines & due dates are currently scheduled but are subject to change. **READINGS MUST BE COMPLETED PRIOR TO THE DAY THEY WILL BE DISCUSSED IN CLASS.**

**ATTENDANCE IS MANDATORY** for every class. As such, I reserve the right to lower your final grade by one letter for every second absence. However, if an unusual circumstance arises, please see me to discuss ways to keep you on track for the term. My goal is to help you succeed – this can only happen through communication. If you have a situation arise regarding an assignment,… you must communicate with me in advance.

Feel free to email me with any questions, comments, concerns, or suggestions that you may have. If you have an urgent issue that must be addressed, you may text or call me at 240-505-7375. Please note that I require that you check your MC email address daily as you will be responsible for any information emailed to you.

Please consider the syllabus as a rough map, a plan that almost certainly will be altered, for one reason or another, according to our needs and desires. So please stay flexible.

**WEEK 1: (8/26, 8/28)**
Review my website at http://kathleenkibler.edublogs.org
Orientation

**WEEK 2: (9/2, 9/4)**

**NO CLASS LABOR DAY, MONDAY 9/2/2013**
Chapter 1 – Basic Word Structure
Complete Exercises for chapter 1

**WEEK 3: (9/9, 9/11)**

Chapter 2 – Terms Pertaining to the Body as a Whole
Complete Exercises for chapter 2
Daily Quizzes

**WEEK 4: (9/16, 9/18)**

Chapter 3 – Suffixes
Complete Exercises for chapter 3
Daily Quizzes

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**Milestones**

8/26/2013 - MONDAY
First day of class

9/23-9/25/2013
WEEK OF EXAM #1

10/14-10/16/2013
WEEK OF EXAM #2

11/4-11/6/2013
WEEK OF EXAM #3

12/9- 12/13/2013
WEEK OF FINAL EXAMS
(EXAM #4)
TIME & DATE TBA

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**Academic Integrity/ Plagiarism**

Plagiarism means using the words, phrases, or ideas of others as if they were your own. Please do not plagiarize. It is a high crime in academia. In professional circles, getting caught plagiarizing is often as deleterious to the plagiarist’s career as is getting caught burglarizing the office. If you are unsure about whether or not you are ‘crossing the line’ in your work, please see me and I can help you recognize what is acceptable usage and what is not. In any case, as a general rule, when in doubt, cite the originator of the words, phrases, or ideas in your own work.

Participation in this course is subject to all of the rules & procedures of the academic honesty policy & non-academic policy of Montgomery College. See the following http://cms.montgomerycollege.edu/pnp/#chapter_4 (select document #42001) for complete details.

**ANY STUDENT CAUGHT CHEATING WILL RECEIVE AN AUTOMATIC GRADE OF “F”—NO EXCEPTIONS.**
WEEK 5: (9/23, 9/25)
EXAM #1
Exam One will cover Chapters 1, 2, & 3

WEEK 6: (9/30, 10/1)
Read Chapter 4 – Prefixes
Complete Exercises for chapter 4
Daily Quizzes

WEEK 7: (10/7, 10/9)
Chapter 5 – Digestive System
Complete Exercises for chapter 5
Daily Quizzes

WEEK 8: (10/14, 10/16)
EXAM #2
Exam Two will cover Chapters 4 & 5

WEEK 9: (10/21, 10/23)
Read Chapter 6 – Additional Suffixes & Digestive System Terminology
Complete Exercises for chapter 6
Daily Quizzes

WEEK 10: (10/28, 10/30)
Read Chapter 7 – Urinary System
Complete Exercises for chapter 7
Daily Quizzes

WEEK 11: (11/4, 11/6)
EXAM #3
Exam Three will cover Chapter 6 & 7

Grading
The purpose of evaluating your work is not to punish or to reward. It is an effort to help you develop the necessary skills to criticize your own work. Students are encouraged to discuss their progress in the course with the instructor.

There are a total of 600 points available in this course. The grades are assigned as follows:

Students will receive up to 100 points for each of four unit examinations for a total of 400 points.

There will be 200 points for medical term lists and additional posted assignments, quizzes, or chapter summaries.

Grading Scale
552 – 600 points (92–100%) = A
504 – 551 points (84– 91%) = B
468 – 503 points (78– 83%) = C
390 – 467 points (65– 77%) = D
000 – 389 points ( 0– 64%) = F

NO extra credit work will be given. Tests will be given during the week indicated on the schedule, any changes to the schedule will be announced online and in class. NO test grade will be dropped; and tests may NOT be repeated at the student’s request to raise a grade.

If a student finds that he/she is unable to continue the class, it is his/her responsibility to officially drop or withdraw from the class on or before the last day for such procedures as announced by and posted in the Records Office. If a student does not officially drop or withdraw, he/she will receive a grade of "F" for the course.
WEEK 12: (11/11, 11/13)

VETERAN’S DAY, MONDAY 11/11/2013 – CLASSES HELD
Read Chapter 8 – Female Reproductive System
Complete Exercises for chapter 8
Daily Quizzes

WEEK 13: (11/18, 11/20)
Read Chapter 9 – Male Reproductive System
Complete Exercises for chapter 9
Daily Quizzes

WEEK 14: (11/25, 11/27)
NO CLASS WEDNESDAY 11/27/2013 MC CAMPUS CLOSED
HAPPY THANKSGIVING
Wrap-up/Catch-up

WEEK 15: (12/2, 12/4)
Wrap-up/Catch-up

FINAL EXAM WEEK (12/9-12/13)
FINAL EXAM TIME & LOCATION TO BE ANNOUNCED
Wrap-up
EXAM #4
Exam Four will cover Chapters 7, 8, & 9

Cancellation of Classes
If classes are cancelled due to inclement weather, you are still responsible for the material from the textbook, and should continue to follow the schedule provided in the syllabus for reference. If there are any foreseeable changes in the schedule it will be announced in class or on Blackboard. Note: Montgomery College does NOT follow Montgomery County Public Schools closures. Please make use of Alert Montgomery for campus closing and other emergency notifications. Also note that late openings that still allow a class to meet for 50 or more minutes result in the class meeting starting at the delayed open time. A delayed opening that would not allow a class to meet for 50 minutes or more will result in the cancellation of that class meeting.

Student Email
All Montgomery College students have been assigned an email address. Students can check their email through MyMC. The format for your email address is: MyMCID@montgomerycollege.edu. Your email password will be the same as your My MC password. It can be changed within My MC. Your email account will be an official means of communication between you and Montgomery College. YOUR MC EMAIL ADDRESS IS THE METHOD OF COMMUNICATION BETWEEN YOU & YOUR INSTRUCTOR. YOU MUST CHECK THIS EMAIL ACCOUNT DAILY TO ENSURE PROPER AND TIMELY RECEIPT OF ALL INFORMATION.

Non-Discriminatory Policy
Every Montgomery College student has the right to be free from discrimination based on race, religion, color, sex, age, disability, marital status, sexual orientation, and national origin as stated in M.C.’s College Policies & Procedures, Chapter 4, Number 42001 (Student Code of Conduct), Section IV-C. This includes activities in and out of the classroom. Thank you for respecting your colleagues and your community.